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11 September 1959

MEMORANDUM FOR: Division Chiefs, OCR  
SUBJECT : Financial Code Symbols - FY 1960  
REFERENCE : OCR Notice 80-5-1, dated 17 June 1959

1. OCR Notice 80-5-1 listed the 8 digit codes (formerly called Allotment Account numbers) to be used in FY 1960 on purchase requisitions and other documents relating to expenditure of funds, cost limitations, etc. The Comptroller's Office has now determined that the codes must contain 12 digits instead of 8. For OCR Divisions, this will require the addition of four zeros to the code numbers previously designated. For example, the Machine Division will hereafter cite 0256-1030-0000 as its code symbol for obligations against vouchered funds.

2. This change should be brought to the attention of secretaries and other personnel who prepare requisitions and documents which require the citation of financial code numbers.

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Chief, Administrative Staff, OCR

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